

JOB OPPORTUNITY

Job Opportunity Bulletin: 04-013

Final Filing Date: July 8, 2004 or Until Filled

Corrected Copy

Position:	Salary:	Location:
Associate Budget Analyst or Staff Services Analyst (G)	\$4111 - \$4997 Range A. \$2632 - \$3201 B. \$2850 - \$3465 C. \$3418 - \$4155	Office of Statewide Health Planning and Development Division of Administration Fiscal and Staff Services Section 1600 9 th Street, Room 450 Sacramento, California 95814

General Statement: If you want to become a member of a dynamic fast-paced team that will allow you to expand your budget horizons, you are invited to submit an application. We are seeking a highly motivated individual with information technology experience, motivation, and initiative who enjoys financial information analysis, people and a positive environment. The incumbent will participate in the development, preparation, administration, maintenance and review of the Office of Statewide Health Planning and Development (OSHPD) budget under the lead of the departmental Budget Officer.

Duties:

- Serves as a consultant to OSHPD 's department staff on a variety of complex budget issues. Support programs' staff responsible for the fiscal management of their respective programs to accomplish individual program and to promote overall departmental fiscal goals. Provides budget information, instruction and assistance to department staff. Makes recommendations on budget matters to all organizational levels.
- Prepares Governor's budgets; budget revisions; reviews, analyzes, evaluates and processes budget change proposals; reconciles appropriation by funding source.
- Reviews and analyzes control agency reports, such as the monthly Allotment Expenditure Ledger and Personal Services Report and makes necessary adjustments for projecting expenditures. Prepares specialized financial analysis for department staff and control agencies. Reviews and signs purchase estimates, printing requisitions and contract requests.
- Prepares program out-of-state travel blanket request. Processes individual trip requests and reconciles expenditures with the Allotment Expenditure Ledger as assigned.
- Analyzes proposed, pending, and enrolled legislation to determine the funding impact on programs within OSHPD. Responds to inquiries from staff at the Department of Finance (DOF) and Legislative Analysts Office concerning the budget bills and other legislation.
- Provides position control through the review, approval or forwarding of Forms 607 (Changes in Authorized Positions) to the DOF. Performs other duties, as required.

Desirable Qualifications:

- Possess strong numerical skills such as experience completing workload analyses, budget change proposals, fiscal impact statements and/or the analysis of computer printouts of numerical data.
- Ability to analyze data and present ideas and information both orally and in writing.
- Ability to develop and evaluate program and financial alternatives.
- Familiar with personal computer applications, including development and completion of computer spreadsheets.
- Good judgment and discretion in dealing with management, staff and other State agencies.

Who May Apply:

Applications will be accepted from individuals currently in this classification or individuals who have list, transfer or reinstatement eligibility. Only the most qualified candidates will be interviewed. Appointments are subject to SROA/Surplus policies.

Interested parties should submit a State Examination and/or Employment Application, Std 678 and a resume to:

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

OSHPD – Division of Administration
Attention Karen Miskanis (Job #04-013)
1600 9th Street, Room 450
Sacramento, California 95814

For further information contact Karen Miskanis at (916) 654-1846

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

